

Los Altos School District  
**Citizens Advisory Committee for Finance**  
Meeting Notes – April 24, 2024 Revised

Attendees

**Committee Members, present:** Gary Hedden, Kellie Riccoboni, Laura Teksler, Stella Kam, Fred Gallagher, Curtis Cole, Jon Michaelson(chair), Peipei Yu, Jill Williams

**Absent:** Robin Abrams

**Staff:** Erik Walukiewicz

**Guests:** None

1. **Call to Order:** Jon called the meeting to order at 7:04 p.m.
2. **Public Comment:** There were no members of the public present.
3. **Approval of Minutes:** Minutes of March 27<sup>th</sup> approved.
4. **District and Financial Update:** Erik briefed CACF on the Budget Review Committee work plan and identified staffing reductions. There was discussion on Para Educator staffing levels in our comparable group.
5. **Ad Hoc Subcommittees:**
  - 5.1 Operations: Critical Feedback is welcome and has been valuable by CACF to ensure fiscal stability. Fred wanted to make sure people know that the CACF efforts to date have made a difference on emphasizing to the Board and Staff to make sure staffing reductions are taken seriously in order to balance the budget and have room for compensation in the out years. Limited resources, increasing costs and slowing property taxes makes this even more difficult.
  - 5.2 Enrollment: Recommendation to look at a demographic study for next year. Slight increase with the addition of 2 extra TK classes for the upcoming school year.
  - 5.3 Communications: Report Card is done and being sent to the printers. Website is up and running. Communication on a future bond and much needed facility needs to be front and center. Review of CACF ABC's of finance. Great feedback on all of the data points. Erik will provide updated numbers for the utilities.
  - 5.4 Membership: Special mention to all of Robin's hard work to update everyone on the bylaws and out reach that is needed for future members. Jill felt very welcome as a LATA rep and appreciates all of the help and has learned a lot this year. "Can we have snacks at next meeting?"
  - 5.5 Other/Capital: Facility Master Planning is on-going. The District advisory committee will be meeting May 15<sup>th</sup> to review initial costs and site plans along with the task of prioritization of all projects based on available funding. Critical to have a master plan and implement it to save general fund dollars that are being spent on plant services. Looking at being more efficient with limited resources of our routine restricted maintenance dollars and ensure better pricing and doing work in house vs. contracting out.  
  
Discussion on Committee Chairs for next year: Tentative for next year: Capital- Jon, Communications, (Laura/Stella), Membership- Lori supported by Curtis, Enrollment- Gary, Special Projects- Peipei, Operations, Fred/Curtis/Kelly
- 6 **Other Business: Adjournment:** Jon adjourned the meeting at 8:55pm.

**2023–24 Meeting Schedule:**

Aug 23	Sept 27	Oct 25	Dec 13	Jan 10	Feb 28	Mar 27	Apr 24	May 22
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